

Purpose

The purpose of this policy is to establish procedures for payment of relocation reimbursements to employees who move for career progression with UDOT or to accept employment with UDOT.

Policy

Relocation reimbursement will be provided by the Department based upon the following guidance.

1. Approval of Relocation Reimbursement

All relocation reimbursements require prior written approval of the Executive Director.

2. Eligible Employees

- (a) Relocation reimbursement costs shall be granted to employees who move due to an involuntary change in jobs.
- (b) Relocation reimbursement costs may be granted to employees who move due to a voluntary change in jobs.
- (c) Relocation reimbursement costs may be granted to new employees who are required by UDOT to move to accept employment with the state.
 - (1) The amount of relocation costs to be reimbursed to new employees is a matter of negotiation between the Department and the employee, but shall be for only those categories of expenditures identified as reimbursable by item 5 below.

3. Repayment of Reimbursement

The employee shall agree in writing to repay any relocation expense if, within one year following the relocation, the employee terminates employment with UDOT or transfers to another department. Exceptions to repayment of the relocation expense must be approved in writing by the Executive Director.

4. Payment of Relocation Expenses

- (a) The employee or new hire makes all payments and then requests reimbursement from UDOT.

- (b) The employee may receive an advance of up to 90 percent of the estimated cost of the moving company, the storage of goods, and/or the real estate fees. Advances shall not be made to new hires.

5. Reimbursable Categories of Expenditures

- (a) Based on UDOT policy, costs reimbursable to an employee for relocation fall into the following broad categories:
 - (1) Mileage or common carrier expenses;
 - (2) Lodging and meal expenses;
 - (3) Costs of moving household goods and furniture; and
 - (4) Real estate expenses.
- (b) The use of UDOT equipment to move an employee or to pull a privately-owned trailer or trailer house is prohibited unless approved by the Executive Director.

6. Maximum Reimbursement

The maximum reimbursement for relocation costs may not exceed \$10,000 unless approved in writing by the Director of Finance.

Definitions

Relocation

The distance between the employee's old residence and new job site must increase at least 50 miles over the distance between the old residence and the old job site.

Reimbursement

The money paid to compensate an employee for money spent.